



meeting minutes #6

architecture

engineering

management

project name: Town of Monterey
Library Addition

project no.: tom-4020

meeting date: 07.18.16

issue date: 07.20.16

present:

Mark Makuc-Library Director, Daniel Pallotta-Project Manager, Mickey Jervas-Trustee, Lisa Smyle-Trustee, John Higgins-Trustee, Ben Kreider-Trustee, MaryPaul Yates-Trustee, Tim Eagles-edm

distribution: attendees

The purpose of the meeting was to review the Schematic Design Package developed to date, refine a couple of outstanding design issues and review the project budget.

Site Plan

- Mickey suggested moving the entry walk to the north side of the drop-off spot so that as one enters it will be easier to see the new entrance door. The design team to evaluate feasibility.

Floor Plan

- The recessed entrance door is to be pulled out to be a flush wall.
- The drinking fountains are to be moved to between the toilet room doors if there is room.
- Coats are to be hung in the entrance vestibule on a portable rack for larger events. The base design may have a wall mounted coat rack or pegs.
- There is a great need for bulletin board space in the vestibule.

Main Entrance Elevation

- Scheme 3 (larger pediment with columns) was selected as the design to proceed forward with.
- The downsized entrance plaza was approved with no wall or hedge surrounding it.

Next steps:

- **edm** to finalize the plan per the notes above and send an image to Mark Makuc by the end of the week.
- **edm** to produce 2-3 boards mounted on foamcore (floor plan, site plan, 2 exterior images) for the Library's use at the Book Sale, July 30.

45 south main street

second floor

unionville, ct

06085

(860) 233-8282

fax (860) 404-0846

www.edm-ae.com